



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

023

Date: July 02, 2010

TO: ALL MISSION PERSONNEL

FROM: AMANDA JOHNSON-MILLER – MANAGEMENT OFFICER

**SUBJECT: PUBLIC HEALTH SPECIALIST/ LABORATORY ADVISOR AT
THE CENTERS FOR DISEASE CONTROL AND PREVENTION
(CDC)**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Public Health Specialist/Laboratory Advisor at
Centers for Disease Control and Prevention (CDC)

OPEN TO: All interested Candidates

GRADE LEVEL: FSN-12, FP-03* (Full performance level)

WORK HOURS: Full Time, 40 hours per week

OFFICE LOCATION: USAID Annex

OPENING DATE: o/a September 2010

DEADLINE: August 1, 2010 at 6 P.M. Kyiv time

**FP-03 is subject to confirmation with Washington.*

IN ORDER TO BE CONSIDERED FOR THIS POSITION, ALL INTERESTED CANDIDATES MUST BE **ELIGIBLE** FOR EMPLOYMENT IN UKRAINE AT THE TIME OF SUBMITTING APPLICATION.

ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

BASIC FUNCTION OF POSITION:

Under the President's Emergency Plan for AIDS Relief (PEPFAR), CDC is the USG agency designated to assist with HIV/AIDS laboratory and blood safety strengthening in Ukraine.

The Public Health Specialist (Laboratory Advisor) serves as a senior scientific and technical advisor to agency officials, Ukraine Ministry of Health, implementing partners and non-governmental organizations (NGOs) in the planning and strengthening of laboratory and blood safety programs and activities. Responsibilities include program development, monitoring, reporting and close collaboration with partners to ensure that all research and analysis in laboratories and that blood transfusion service practices are carried out in accordance with program objectives and internationally recognized best practices. Partners include other agencies, Committee on HIV, TB, and Socially Dangerous Diseases, other Ministry of Health (MOH) entities, International Organizations (IO) and Non-Governmental Organizations (NGO) involved in treatment of HIV/AIDS and other diseases in country

MAJOR DUTIES AND RESPONSIBILITIES:

➤Program Management & Technical Assistance

60%

Incumbent serves as principal coordinator for laboratory systems and services and for blood safety programs within the Ukraine and is responsible for planning and implementation of capacity building of all levels of laboratories to ensure consistency of results. In general, reviews individual laboratory procedures, weighing against accepted protocols and develops programs to ensure consistency. Participates in developing major initiatives including the country program plan and planning of all cooperative agreements that require research and diagnosis of HIV/AIDS, STD, AI, TB, and emerging diseases in laboratories throughout the Ukraine and in planning of all cooperative agreements that involve blood safety and blood transfusion services.

Job holder provides technical evaluation of all proposals for laboratory capacity building and blood safety improvement projects of partners, ensuring that protocols are being followed appropriately and recommends amendments/approval to supervisor. The annual budget for external laboratory and blood safety programs in Ukraine in fiscal year 2010 is \$2 million. Incumbent is responsible for planning and drafting the laboratory and blood safety portion of the Country Operational Plan (COP) each year and working with Counseling & Testing, Care and Treatment, Prevention and Strategic Information colleagues across PEPFAR agencies to ensure that programs are working together to complement support and capacity building.

Incumbent provides guidance and direction to grantees, program collaborators and contractors on management and implementation of activities to be consistent with USG and international policies and guidance.

Job holder collaborates with Ukrainian Ministry of Health, international organizations and non-governmental organizations on their activities to make sure programs are being carried

out as designed. In building laboratory capacity, collaborates with Ukrainian senior scientists on the design of new public health laboratory diagnostic approaches that are based on latest research findings. Collaborates with Ukrainian blood service personnel on the design of improved blood safety measures that are based on international best practice. Works closely with staff of the Ukrainian Committee on HIV, TB, and Socially Dangerous Diseases, other Ministry of Health (MOH) entities, and cooperating partners to ensure that tasks are carried out correctly and in a timely manner. Recommends procedural modifications as warranted to align with investigative protocols. Assesses national referral and regional laboratory capacity to support surveillance and diagnostics for HIV/AIDS and HIV-related risk behaviors, TB, STI, and other opportunistic infections (OIs) as well as international emerging infections; also assess capacity of blood service to support safe blood donation and transfusion practices. Develops strategies to strengthen capacities and capabilities based on assessment findings. Introduces new diagnostic technology as it becomes available. Develops training plans and arranges for competent technical assistance instructors to provide training for personnel at laboratories for which responsible.

Plans, oversees and coordinates cooperative agreements with the Ukrainian government for activities in areas of laboratory diagnostics, including the establishment and maintenance of a national quality assurance system. Institutes Quality Assurance (QA) programs, including internal and external quality control standards. Works with host government to support accreditation process of laboratories that have been targeted for that process.

Develops standards to enhance capacities of regional laboratories and to support surveillance for HIV/AIDS, TB, STD, AI, malaria and emerging diseases. Standardizes testing protocols for diagnostics and surveillance. Develops and updates national guidelines for laboratory systems at all levels of operation. Designs safety and anti-contamination strategies according to international standards. Develops plan for enhancing safe blood practices with TA and MOH partners. Prepares technical papers that report on laboratory assessments and operational research studies as well as blood safety pilot programs for presentations at national and international meetings on improving laboratory capacity and blood safety throughout the country.

➤ **Management**

25%

Promotes the standardization of laboratory equipment and maintenance assistance and provides technical specifications for procurement of essential laboratory equipment and supplies.

Provides technical assistance on the architectural, structural, security and biohazard design aspects of on-going work related to laboratory renovation and establishment of new laboratories.

Ensures proper budgeting of all national referral and regional laboratory activities supported by grants, partnerships and cooperative agreements. Ensures validity of data and authorizes entry in appropriate data base. Provides guidance to Ukrainian MOH partners on procurement of equipment and supplies on the international market. Works with host country to develop forecasting capacity for laboratory commodities. Promotes improvement of blood safety practices to achieve an international best practices standard. Oversees provision of technical assistance on measures to improve blood donation tracking and safer blood donor recruitment.

Designated formally as the Cognizant Technical Officer (CTO) or Contracting Officer's Representative (COR) for 4 projects. In this capacity, takes a major technical role in development of the Funding Opportunity Announcement, review of applications, supplemental awards, and requests for extensions. Liaises with the agency grants and cooperative agreements technical specialists at post and in the U.S. on technical reviews and funding awards for approximately 4 grants/cooperative agreements annually, estimated at \$ 2.4 million per year. Once cooperative agreement is in place, oversees performance of cooperating partners/contractors, carries out technical reviews, reviews progress, identifies potential issues and informs supervisor, recommending actions for amelioration.

➤ **Interagency Coordination**

15%

As a regional and international expert on matters pertaining to testing and operations of a variety of laboratories and to blood services located within the host country, job holder represents CDC/Ukraine at technical, policy and strategic planning meetings, including meetings with collaborators and donor agencies. Briefs CDC officials on the results of such meetings and prepares written reports for submission to other interested parties.

Represents CDC in discussing and developing financial commitment proposals for laboratory programs and blood safety at administrative and strategic planning meetings. This includes all USG implementing agencies (Departments of State, Defense, Labor, Commerce, and Health (including National Institutes of Health, Substance Abuse and Mental Health Services Administration, Food and Drug Administration), USAID, and Peace Corps).

Participates in internal, interagency, and multi-donor technical working groups to ensure adherence to internationally accepted/directed standards for laboratories and blood safety within the host country.

REQUIRED QUALIFICATIONS:

EDUCATION:

➤ The successful candidate should possess one of the degrees listed below:

- Doctor of Medicine (MD) (complete higher medical education with diploma);
- PhD or host country equivalent (candidate of science and/or above) in biology, microbiology, chemistry, or other related fields.

WORK EXPERIENCE:

➤ A minimum of five years of work in public health laboratory testing procedures and systems is required. Two additional years of managerial experience is required.

LANGUAGE:

➤ Level IV (fluency) of English, Ukrainian and Russian (speaking/reading/writing).

KNOWLEDGE:

➤ Comprehensive knowledge and experience in advanced laboratory techniques is required including comprehensive knowledge of procedures for laboratory diagnostics and associated technologies. Thorough public health knowledge of current communicable disease issues is required. Comprehensive knowledge of the host government laboratory facilities, health care system and structures including familiarity with MOH policies, program priorities and regulations is required. Comprehensive knowledge of modern blood safety practices is required including comprehensive knowledge of blood donation tracking and programs for safe donor recruitment. Comprehensive knowledge of the host government blood services system and familiarity with MOH policies, program priorities and regulations is required. Good working knowledge of USG public health programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results is required. Good working knowledge of team management techniques to plan, organize and direct multi-disciplinary project teams and activities and overall administrative requirements, budgeting and fiscal management in support of contracts/cooperative agreements/ grants/purchase requisitions is required.

SKILLS AND ABILITIES:

➤ Strong oral and written communications skills are required. Ability to analyze, understand and discuss new program design, management and implementation approaches is required. This includes the development of evaluation designs, use of reliable and valid instruments, and methods for data collection, analysis and reports. Ability to lead project teams and workgroups and to develop effective working relationships with national and international working partners is required. The incumbent will be expected to exercise ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders. The ability to influence and persuade others will be required to work collaboratively with organizations engaged in laboratory and blood safety programs to adopt appropriate strategies for their program activities and to coordinate with partners on national strategic planning for laboratory and blood safety programs. Intermediate user level of word processing, spreadsheets and databases is required. Advanced knowledge of statistics and data analysis is required.

APPLICATION AND SELECTION PROCESS:

✓ Interested applicants should fax or mail their *current résumé* and *letter of interest* **in English** to the Embassy Human Resources Office, American Embassy, 4 Hlybochyts'ka St., fax # 490-4085. Applications can be also sent by e-mail to: KyivHR@state.gov

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Applications and letters that are *inadequate or incomplete* will not be considered. Only those applicants who are selected for interviews will be contacted.

- ✓ If you are already employed by the U.S. Embassy, please send a *short memorandum* and *updated résumé* to the Human Resources Office to indicate your interest in this vacancy.
- ✓ Initial screening will be based on the curriculum vitae or résumé and letter of interest. Candidates ranked highest may be invited to meet with HR staff and to take tests as appropriate. Those ranked highest may then be referred for interviews.
- ✓ If two or more US Citizen EFM or US Veteran applicants are being considered for employment, the Post Employment Committee will meet to interview and rank candidates and make a recommendation for employment to the supervisor.
- ✓ Management will consider additional selection criteria that may include issues of *conflict of interest, nepotism and budget implications*.

ADDITIONAL SELECTION CRITERIA:

- ! Current employees serving a *probationary period* are not eligible to apply for this position.
- ! U.S. Veterans and US Citizen EFM's will be given preference in hiring over other *equally qualified candidates* in accordance with U.S. law and State Department Regulations. Candidates who claim *U.S. Veterans preference* must provide a copy of their Form DD-214 with their application.
- ! US Citizen EFM's who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- ! US Citizen EFM's and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.

CLEARED: CVitek - CDC (by e-mail)
DMercadante - FMO